

Group Contract

Each group will be responsible for submitting a group contract by_____. The document should be a set of explicit expectations (norms) for group policies and procedures. The contract should be drafted after careful discussion and deliberation of all group members. It must have the following elements:

1. List of the group members.
2. A listing of the days and times of group meetings that have been tentatively agreed upon. A regularly scheduled meeting time would be helpful to establish.
3. A list of the general expectations of group members and underlying goal of the group.
4. Procedures for handling problems within the group. In particular, your contract should indicate how concerns with a member's contribution (or lack thereof) will be dealt with. In most cases, group members who are the subject of concern should be warned verbally first and then in writing if the problem persists. The procedures in the contract should avoid a member being "surprised" or "caught off guard."
5. Each group may reserve the authority to "fire" a group member that is failing to work with the group. This should be clearly articulated in the contract and procedures for this should be VERY specifically explained. A suggested procedure appears below.
 - a. Individual to be "fired" should be presented with a list (in writing) of the details that the rest of the group feels warrant the "firing." All other members of the group should sign the statement.
 - b. The individual should have the opportunity to present to the group any reasons/justification/plan for addressing the concerns of the group. If the group agrees, the individual may be retained in the group.
 - c. If, after the member's explanation, the group still feels the individual should be "fired," a meeting of the group should be arranged with the instructor to seek mediation of the situation. If, after such a meeting, the instructor is unable to resolve the situation, the member will be officially "fired." (He or she would then meet with the instructor to determine how to proceed in the course.)
6. The document should end with an indication of all group members' ratification in signature form.
7. A place for the instructor's signature, indicating approval of the document, should be provided at the bottom of the contract.